

BROOKLYN VILLAGE BOARD MEETING MINUTES

March 14, 2016

The March 14, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:35 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Sue McCallum, Todd Klahn and Heather Kirkpatrick. Trustee Leavy was absent. Others present were Deputy Clerk Kuhlman, Mark Langer and Troy Larson, Strand Associates. All stood for the Pledge of Allegiance.

Public Comments - Krista Flanagan, candidate for Oregon School Board, discussed her qualifications

Hawkey made a motion to approve minutes of February 8, 2016. McCallum seconded. Motion Carried. Kirkpatrick abstained.

President Hawkey – Had contact with Clerk Strause and surgery went well. We all miss her. Staff received CPR training on March 7 from local EMS. All trustees received a letter from resident Michael Boyeson and a letter on the Highway 14 construction project. The Family Emergency Plan brochure was finished by Leif Spilde and all trustees received copy. Hawkey said they're available at the Clerk's office and suggested putting some at the Mobile or FIRE/EMS station as well. There is a Local Government 101 meeting on May 20. Let deputy clerk know if interested in attending.

Deputy Clerk Kuhlman gave the January financials with income of \$456,793.52, expenses \$891,351.86, and end of month balance in all funds of \$2,217,011.34. The Presidential Preference and Spring Primary is April 5. Ballots include Presidential primary, Supreme Court Justice, Court of Appeals, Dane County judges, Oregon School Board, 3 Trustee positions, County Supervisors in Dane and Green Counties. Website is in process of being updated.

PUBLIC WORKS: Strand Presentation. Mark Langer introduced Troy Larson. Larson discussed the phosphorus year 3 planning, going into fourth year. Currently in third year of a five-year permit. Strand previously submitted a draft for final report due at end of the month. Met with Public Works in February. Presented main points of the Preliminary Compliance Alternatives Plan. Explained the options. Strand is recommending as the most economically viable, Option B, Biological Phosphorus Removal, and Option I, Trading.

Discussion on trading option by Board and Larson. Smith made a **motion to move forward with what Strand has presented, B and I, biological and trading agreement for this year through September evaluation.** Cazier seconded. Hawkey stated that continuing through this process information will be put in newsletter so residents are aware that sewer rates are going to start going up. McCallum suggested putting Strand chart in newsletter. Hawkey said she wants residents to know in no uncertain terms that rates will go up. Smith suggested making a copy of report available at Village Hall. Motion carried. Langer confirmed Strand will send in report due by end of March. Larson reported there are trade discussions that have been started and as soon as a little firmer, they can identify the next 10-month scope and return to the Board. Board thanked Mr. Larson for coming.

Lift Station Policy - Mark stated this and the Wet Weather Policy are in reference to CMOM that is being put together. Smith made a **motion to approve the Lift Station Policy.** Todd seconded. Motion carried. Smith made a **motion to approve the Wet Weather Policy.** Cazier seconded. Motion carried.

McCallum made a motion to **appoint the Public Works Committee as Village Tree Board**. Klahn seconded. Motion carried. Hawkey made a motion to accept the **Resolution 2016-02, Arbor Day Proclamation 2016**. Smith seconded. Motion carried.

Dumpster Days are April 22-May 1. Dates will go in newsletter. Discussion on who will be hired. **Utility report** provided and **Public Works Report** provided. Hawkey asked about the power outage. Langer reported it was Alliant that shut down in order to reroute due to an issue. Trustees Kirkpatrick and Cazier will finish their **Emergency Management training**. Langer stated they're working on ID tags for all departments. Langer stated they're continuing to work on the well abandonment ordinance. The new truck is on order. There was a waste oil issue but had someone helped out with tank and now back on line. Removed a pile of chipping from cemetery. Received \$5,000 from DNR UFG grant last month.

SAFETY: Chief Barger handed out stat sheets for January and February. Has been spending time getting set up with Circuit Courts when the joint court ends. It will include more time out of town to Dane and Green County Circuit Courts. Brooklyn PD is partnering with Belleville PD in a Citizens Police Academy. Discussion about the Academy.

Hawkey made a **motion to approve the consent agenda** for the operator license for Sarah Disch and Kevin Check and payment of all bills as presented. McCallum stated she has no document showing what bills are. Cazier seconded. Motion carried, McCallum abstained.

NEW BUSINESS: Special events policy application -- Hawkey said the policy was given out last year and gone through several groups, have had comments of too long, too complicated, doesn't work, and may want to review it. McCallum reported the Chamber is working on one. Discussion followed. Will keep it for a year and revisit it.

Committee meetings versus two board meetings a month – Hawkey reported not everyone is showing up at committee meetings and there have not been quorums. Klahn reported he's going to four meetings a month and would just as soon make it two. Discussion was held. Hawkey made a **motion to have two board meetings a month. The committees outside of that are Recreation and Planning & Zoning. Economic Development hasn't met since October so that's an optional one, but having two board meetings a month and take care of all committee meetings. Tentatively try for three months and see how it works**. Discussion continued. Cazier seconded. McCallum asked about Safety meeting on Thursday because there is an agenda already. Discussion continued. Smith asked for clarification on motion. Hawkey stated motion is for next three months to try having two board meetings a month, cancel the committee meetings, no time on when, except for Planning & Zoning and Recreation. McCallum asked why Recreation not included. Hawkey stated those are community committees, along with EDC. Discussion continued. Hawkey **amended the motion to skip Safety and Public Works Committee meetings and move them to Village Board meeting on March 28**. Cazier second. Discussion held on concerns over Safety Committee meeting being cancelled. McCallum had concerns about liquor license review with no Safety Committee. Roll call vote taken, Hawkey aye, Cazier aye, Smith aye, Klahn nay, McCallum nay. Kirkpatrick wanted motion stated again. Hawkey restated motion again. Continued discussion clarifying the motion was held. Kirkpatrick voted yes. Motion carried. Board meeting will be held on March 28 and no subsequent committee meetings will be held.

Employee Handbook recommendations from the Personnel Committee were stated. Job descriptions and procedures were removed and put into separate books; not part of employment manual. Discussion held on Public Works recommendations regarding changing Section 2.1 Legal Holidays, giving

all day Christmas Eve, all day New Year's Eve and day after Thanksgiving as paid holidays and Section 2.2 Vacation, regarding who to report to when scheduling time off. Discussion held regarding Section 2.13 Overtime Pay, full-time police 96 hours per pay period. Discussion held regarding Section 8.9 Employee Evaluations. Employee Handbook will be brought up again at next meeting.

UNFINISHED BUSINESS: Cazier made a **motion to postpone email archiving to next meeting.** Hawkey seconded. Motion carried.

COMMITTEE REPORTS: Planning & Zoning - Recommended approval of Brooklyn Area Chamber of Commerce Welcome sign. Hawkey made **motion to approve the Brooklyn Area Chamber of Commerce Welcome sign.** Discussion held. Todd seconded. Motion carried. McCallum abstained.

Zero-lot line request by Symdons at 309-311 Douglas Drive, Commission recommended to postpone due to needing additional clarification. **Dane County CUP 2344 application from Payne & Dolan for quarry on Wingra Real Estate, LLC, ETZ jurisdiction** – motion from Commission was to recommend CUP be denied based on no application presented to Village; 25-30 years without review on Wingra Real Estate change; reclamation for current site; traffic issues, no trucks leave before 8 a.m. or other traffic issues from original Klahn site. Hawkey stated Village Board needs to file something before March 22 Dane County hearing. McCallum made a **motion to draft letter a letter with Village objections and send it to Dane County.** Kirkpatrick stated in addition to objections listed, should raise the issue about whether it's our jurisdiction. Hawkey stated it will be clarified with attorney first. Discussion held on Village's concerns. Kirkpatrick seconded. Discussion held. Motion carried. Klahn abstained. Klahn clarified information on traffic pattern.

Ordinance – no meeting. **Recreation** – some changes in get fit and movie night. McCallum asked for an annual report from Recreation Committee. Discussion held. Report will be disseminated to all trustees.

Personnel – no meeting. **Finance – Lighthouse contract,** made recommendation to go forward.

Discussion held regarding marketing and other changes. Kirkpatrick suggested to put into contract that any changes to existing marcom materials or proposed new marcom materials will be reviewed and approved by client prior to implementation and keep all additional addendums as they were.

Kirkpatrick made a **motion to approve with changes that have been discussed.** Cazier seconded.

Motion carried. Deputy Clerk Kuhlman explained the GovPayNet program, a new credit card payment process. Kirkpatrick requested pursuing PayPal as an additional option for payment. Discussion held.

Cazier made a **motion to contract with GovPayNet service and also investigate PayPal.** Hawkey seconded. Motion carried. **Refinance Fire/EMS loan** – Hawkey stated this is refinancing our portion of FIRE/EMS loan, \$398,821.74. If refinance under this analysis done by Town of Brooklyn, the savings would be \$25,588.80 over 20-year period. Finance Committee recommended starting process to refinance. Cazier made a **motion to refinance.** Kirkpatrick seconded. Refinancing will be with State of Wisconsin Board of Commissioners of Public Lands. Discussion held. Motion carried. **EDC** – no meeting.

Fire/EMS - Discussion of items from Fire District Board meeting. Hawkey handed out packets to all trustees which include documents received from the Fire/EMS district. Hawkey presented items discussed at last meeting. Commission is not meeting this month. Next meeting date is April 20. Village will post next meeting.

At 8:20 p.m. Smith made a motion to adjourn. Klahn seconded. Motion carried.

Linda Kuhlman, Deputy Clerk-Treasurer